

WY-ALT Test Delivery System

Test Administrator User Guide for the Independent Field Test

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Section I. Introduction to the User Guide

This user guide supports Test Administrators (TAs) who manage testing for students participating in the Wyoming Independent Field Test for the WY-ALT state assessment.

Organization of the User Guide

- [Overview of the Test Delivery System](#) provides an overview of online testing.
- [Accessing the Test Administrator Interface](#) explains how to log in to the TA sites.
- [Overview of the Test Administration](#) describes the overall layout of the TA sites and highlights the important tasks and functions.
- [Administering Online Tests](#) outlines the process for creating a test session, approving students for testing, pausing tests, and logging out.
- [Signing in to the Testing Site](#) explains how TAs log students into a test session on the Student Interface.
- [Overview of the Student Interface](#) describes the layout of an online test, as well as the tools available for testing.
- [Proceeding Through a Test](#) explains how TAs and students review stimuli, respond to questions, and submit tests.
- The appendices provide additional information about the Secure Browser, keyboard commands, transferring test sessions, and user support.

Document Conventions

[Table 1](#) describes the conventions appearing in this guide.

Table 1. Key Symbols and Elements

Symbol	Description
	Alert: This symbol accompanies important information regarding a task that may cause minor errors.
	Note: This symbol accompanies additional information or instructions of which users must take note.
	Policy: This symbol accompanies information regarding test administration policies.
	Warning: This symbol accompanies important information regarding actions that may cause fatal errors.

Intended Audience

This user guide is intended for the Test Administrators (TAs) responsible for proctoring the Independent Field Test (IFT). It is delivered through the Test Delivery System (TDS). To use this system, TAs will need access to two computers. One with a web browser (Chrome, Firefox, Internet Explorer, etc.) and a second with the Secure Browser, downloaded via the Portal. If the test will be administered using Chromebooks, iPads, or other tablets for testing, then the TA and the student should be familiar with these devices in advance of testing.

Additional Resources

The following publications provide additional information and can be found in the [Resources section](#) of the Wyoming Assessment Portal (wyoassessment.org):

- For information about policies and procedures that govern secure and valid test administration, see the Directions for Administration Manual.
- For information about supported operating systems and browsers, see the System Requirements document.
- For information about student and user management, rosters, and appeals, see the TIDE User Guide.
- For information about network and internet requirements, general peripheral and software requirements, and configuring text-to-speech settings, see the Technical Specifications Manual for Online Testing document.
- For information about installing Secure Browsers, see the Secure Browser Installation Manual.
- For information on installing the Julie Voice Pack, see the Voice Pack Installation Guide.

Section II. Overview of the Test Delivery System

The Test Delivery System delivers Wyoming's Independent Field Test. The following sections describe highlights of online testing in general and the Test Delivery System in particular.

Description of the Test Delivery System's Sites

The Test Delivery System is divided into two different interfaces, the **Student Interface** and **Test Administrator Interface**. To administer a test, the Test Administrator (TA) will log in to the TA Interface to create a test session. Once a test session is created on the TA's computer or device, the TA will log the student into the Student Interface via the Secure Browser on a second computer or device. This is where the test items will be delivered.

- **Testing Sites**

- **Test Administrator Interface:** This is where the TA begins the testing process by creating a test session. This is accessed on the Portal (wyoassessment.org) via the *WY-ALT Assessment Teachers and TAs* card, and then the *Test Administrator Interface* card. See [Section IV](#) and [Section V](#) for more details.
- **Student Interface:** This is where the TA assists the student in answering the actual items (questions) in a test. It is accessed via the Secure Browser, available for download on the [Portal](#). See [Section VI](#) for more details.

For information about supported operating systems and browsers, see the System Requirements document available on the [Portal](#).

Section III. Accessing the Test Administrator Interface

This section describes how to access and use the Test Administrator Interface. The Test Administrator Interface, accessed via the *Test Administrator Interface* card on the [Portal](#), is for securely administering the tests.

To access the Test Administrator Interface:

1. Navigate to the Portal (wyoassessment.org).
2. Select the *WY-ALT Assessment Teachers and TAs* user card (see [Figure 1](#)).
3. Select the *Test Administrator Interface* card (see [Figure 2](#)). The login page appears.
4. Enter your email address and password.
5. Click [**Secure Login**] (see [Figure 3](#)). The **Test Administrator Interface** appears.
 - a. If you are associated with multiple institutions, a pop-up message prompts you to select a testing institution. Select your institution from the drop-down list and click [**Go**]. To change the institution, you must log out and then log back in.

Figure 1. *WY-ALT Assessment Teachers and TAs* User Card



Figure 2. Test Administrator Interface Card



Figure 3. Login Page

 A login form with a white background and a dark blue "Secure Login" button at the bottom. It contains two input fields: "Email Address" with a person icon on the left, and "Password" with a lock icon on the left. Below the password field is a red link that says "Forgot Your Password?".

About Usernames and Passwords

Your username is the email address associated with your account in TIDE. The same login is used for the Test Administration Sites.

- **If you forgot your password or if your temporary password expired:**

Select **Forgot Your Password?** on the login page and then enter your email address in the *Email Address* field. An email (from AIRAST-DoNotReply@airast.org) which contains a link to reset your password will be sent to the email address associated with the account. This link must be accessed **within 15 minutes** or you will need to restart the password reset process.

Within 15 minutes, select the link and follow the on-screen prompts to create a new password. The password must be eight characters long and have at least three of the following: one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character %, #, or !. Your password cannot be the same as your current or previous password.

Click **Submit**. TIDE resets your password. The **Select a Security Question** page appears. If you have already activated your account, review and modify your answers to the security question as necessary. If you have not yet activated your account, set up your security question and answer. Click **Next**. The TIDE home page appears.

- **If you did not receive an email containing a temporary password:**

Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your Building Coordinator (BC) to make sure you are listed in TIDE.

- **Additional help:**

If you are unable to log in, contact the Wyoming Help Desk for assistance. You must provide your name and email address. Contact information is available in the [User Support](#) section of this user guide.

Section IV. Overview of the Test Administrator Interface

This section describes the layout of the Test Administrator Interface. For instructions on how to create test sessions, see the next section: [Administering Online Tests](#).

Test Administrator Interface Layout

[Figure 4](#) shows the layout of the Test Administrator (TA) Interface during an active test session.

Figure 4. TA Interface Layout

The screenshot displays the Test Administrator Interface. At the top, there is a navigation bar with the Wyoming Department of Education logo and several utility links: Student Lookup, Approved Requests, Print Session, Help Guide, Alerts, and Logout as Lname, Fname. Below this, a session ID 'UAT-EFB1-2' is shown with a 'STOP' button. To the right, there are buttons for 'Select Tests' and 'Approvals' (with a notification icon). A red box labeled '1' points to the session ID area. Another red box labeled '2' points to the 'Select Tests' button, and a third red box labeled '3' points to the 'Approvals' button. Below the header, a table titled 'Students in your Operational Test Session' is visible. A red box labeled '4' points to the table header. The table has columns for Student Name, WISER ID, Opp #, Test, Test Status, Test Set, and Actions. One student is listed with a 'Paused, 1 min D/10 answered' status.

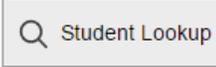
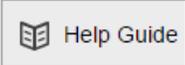
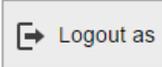
Student Name	WISER ID	Opp #	Test	Test Status	Test Set	Actions
Lname, Fname	99999702	1	WY-ALT IFT ELA High School	Paused, 1 min D/10 answered	Standard	[Eye icon] [Info icon]

Essential features in the TA Interface:

1. Session ID
2. **Select Tests** button
3. **Approvals** button
4. *Students in Your Test Session* table

[Table 2](#) provides an overview of the major features available in the TA Interface.

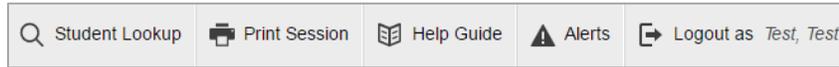
Table 2. TA Interface Features

Feature	Image	Description
Student Lookup button		Searches for student information as listed in TIDE. See the section Looking Up Students .
Print Session button		Prints your screen, including the Session ID and Students in your Test Session table. See the section Printing Session Information for more details.  Policy Note: Federal law prohibits the release of students' personally identifiable information. All printouts must be securely stored and then destroyed when no longer needed.
Help Guide button		Displays an online version of this user guide.
Log Out button		Logs you out of the TA Interface. See the section Stopping a Test Session and Logging Out .
Stop Session button*		Ends the test session. See the section Stopping a Test Session and Logging Out .
Refresh button*		Updates the on-screen information.
Session ID*		Displays the unique ID generated for the test session.
Select Tests button		Opens the <i>Test Selection</i> window. See the section Starting a Test Session .
Approvals button*		Opens the <i>Approvals and Student Test Settings</i> window. See the section Approving Students for Testing .
Students in your Test Session table**		Displays the testing progress for students in your test session. See the section Monitoring Student Testing Progress .
<p>*Feature appears after you start a test session.</p> <p>**Feature appears after you approve students for testing.</p>		

TA Interface Features

This section provides instructions for using the features available in the banner at the top of the TA Interface (see [Figure 5](#)).

Figure 5. TA Interface Banner



Looking Up Students

You can use the Student Lookup feature to perform a quick or advanced search for student information. This is useful if student login information is needed (e.g., the student’s WISER ID or first name).

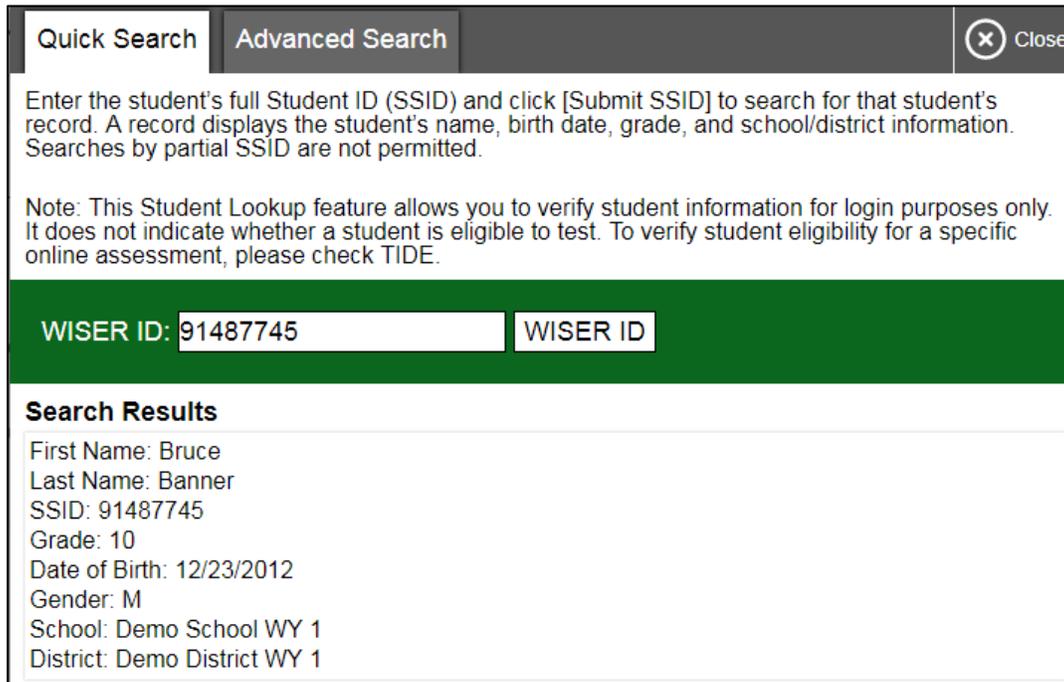


Warning: You must ensure that a student’s demographic information is correct before testing begins. If a student’s information is not correct, that student should not begin testing, and the student’s information should be edited in TIDE by your BC.

To perform a quick search:

1. In the banner, click **Student Lookup**.
2. Enter a student’s full WISER ID and click **Submit WISER ID**. Search results appear below the search field (see [Figure 6](#)).

Figure 6. Student Lookup: Quick Search



To perform an advanced search:

1. Click **Student Lookup > Advanced Search**.
 - a. Select the appropriate district and school from the drop-down lists.
 - b. Select the appropriate grade.
 - c. *Please Note:* Enter a student’s exact first or last name. Partial names are not allowed.
2. Click **Search**. Search results appear below the search fields (see [Figure 7](#)).

Figure 7. Student Lookup: Advanced Search

Use the drop-down menus to select the District, School, and Grade for your search. A First or Last Name is required.

District/School
Demo School WY 3

Grade
All Grades

First Name
Bruce

Last Name

Search

Search Results

WISER ID	First Name	Last Name	Grade	Details
99887744	Bruce	Banner	10	

3. To view a student’s information, click in the Details column. The Student Details page opens (see [Figure 8](#)).

Figure 8. Student Details

Student Details

First Name: Bruce
 Last Name: Banner
 SSID: 99887744
 Grade: 10
 Date of Birth: 12/23/2012
 Gender: M
 School: Demo School WY 3
 District: Demo District WY 2

Approving Print Requests

A very small percentage of students require the Print-on-Demand accommodation. The Print-on-Demand accommodation may only be provided through the Special Accommodations procedure to special education students.

For students that are approved for using the Print-on-Demand accommodation, printouts of secure test passages and questions can be requested in the Student Interface via the Print-on-Demand tool. When a print request is made, the request notification appears in the Action column of the Students in Your Test Session table. Items must be approved in the TA Interface to allow them to be printed.



Note: Test questions are requested individually on the test page in the Student Interface. Each item must be approved for printing individually in the TA Interface.

To approve print requests in the TA Interface:

1. Click  in the **Action** column of the **Students in Your Test Session** table in the TA Interface. The **Student Print Request** window appears (see [Figure 9](#)).

Figure 9. Student Print Request Window

Student Print Request(s) For: Close

Name: Lname, Fname WISER ID: 99999003

This page displays a request for each passage that a student would like printed. Select [Approve] if you approve the print request, or [Deny] if you do not.

Note: Selecting [Approve] brings up a Print Preview page based on the browser you are using. Select [Print] from that page to send this request to your print station.

Print Requests

New Requests	Date and Time	Action
Print Passage - Page for Item 1	3/28/2018 8:00:36 PM	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

2. Review the print request and do one of the following:
 - a. To approve the request, click . A cover sheet appears in a new browser window.
 - b. To deny the request, click . In the window that appears, enter a brief reason for denying the request and click **Deny**. Do not proceed to step 3. This will not allow printing of the requested item. Items can always be requested for print again in the Student Interface.
3. In the new window, click **Print** to open the printer dialog box.
4. Click **OK** to print the requested test elements.

Viewing Approved Print Requests

When an item is requested for print, the TA will have to approve the request. You can view a list of every print-on-request accommodation you approved during the current session.

To view approved requests:

1. In the banner, click **Approved Requests**. The **Print Requests** window opens (see [Figure 10](#)), listing print requests by student.
2. If you wish to print the list of approved requests, click **Print**.

Figure 10. Print Requests Window

Approved Requests			
		 Print	 Close
Test	Request	Question #	Approved On
WY-ALT IFT ELA Grade 3	Print Passage - Page for Item 1	0	3/28/2018 8:00:36 PM

Printing Session Information

You can print a snapshot of the TA Interface as it currently appears if you wish to keep a hard-copy record of the Session ID or list of approved students.

To print a snapshot of the page:

1. In the banner, click **Print Session**. The computer's print dialog window appears.
2. Click **OK**.



Policy Note: Federal law prohibits the release of students' personally identifiable information. All printouts must be securely stored and then destroyed when no longer needed.

Section V. Administering Online Tests

The basic workflow for administering online tests is as follows:

1. The TA logs in to the TA Interface, selects tests, and starts a test session.
2. On a second device, the TA signs the student into the Student Interface via the Secure Browser.
3. In the TA Interface, the TA reviews the student's requests, verifies appropriate accommodations, and approves the student for testing.
4. The TA and the student complete and submit the test in the Student Interface. Once the test is submitted, the TA logs the student out of the Student Interface.
5. The TA stops the test session and logs out of the TA Interface.

See [Table 3](#) for a list of the tests assigned to students by grade. When selecting tests in the Test Selection Window (see [Figure 12](#)), the TA can choose to include any relevant tests.

If the TA chooses a test for which the student is *not* eligible, that test will not appear in the Student Interface. Students can only take tests for which they are eligible in TIDE.

For example, if a TA accidentally selects Grade 5 tests for a Grade 4 student, no Grade 5 tests will appear in the Student Interface for that student.

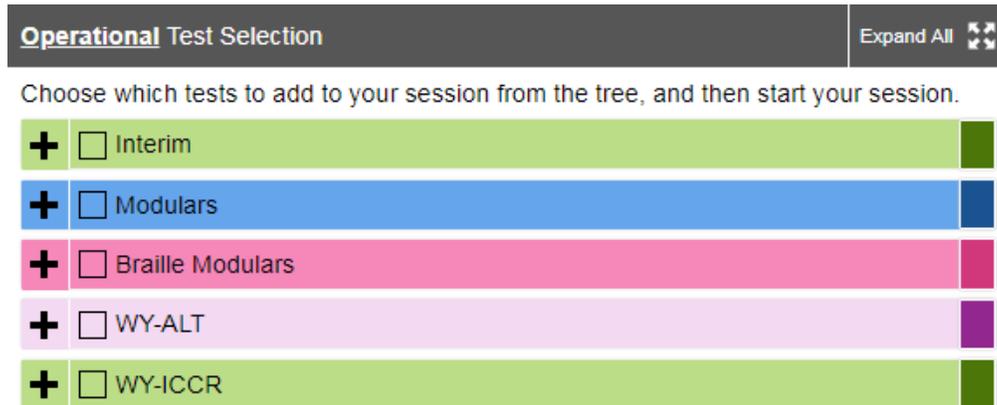
Table 3. Tests Administered by Grade

Tested Grade	Online Tests to be Administered
Grade 3	ELA and Math
Grade 4	ELA, Math, and Science
Grade 5	ELA and Math
Grade 6	ELA and Math
Grade 7	ELA and Math
Grade 8	ELA, Math, and Science
Grade 9	ELA and Math
Grade 10	ELA, Math, and Science
Grade 11	ELA, Math, and Science

Starting a Test Session

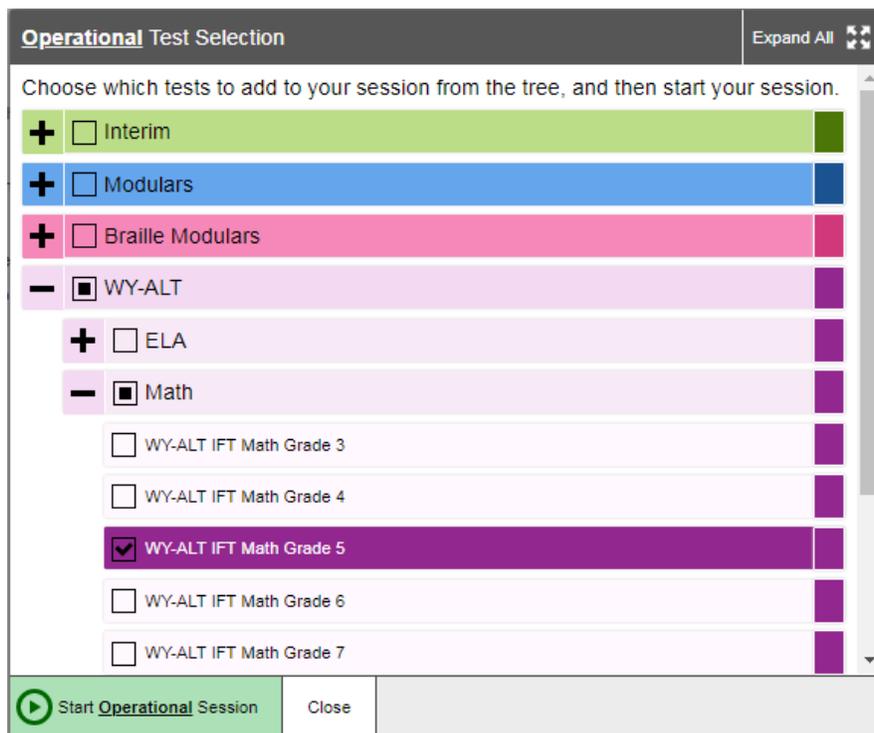
When you log in to the TA Interface, the *Test Selection* window opens automatically (see [Figure 11](#)). This window allows you to select tests and start the session. Only the tests that you select will be available to students whom you assist in joining your session.

Figure 11. Test Selection Window: Collapsed



All test groups and sub-groups appear collapsed by default (see [Figure 11](#)). To expand a test group, click **+** (or **Expand All**). To collapse an expanded test group, click **–** (or **Collapse All**). To select all tests in a grade, click the box next to the Grade name. In [Figure 12](#), the Grade 5 Math test is selected. The TA can select as many tests as necessary.

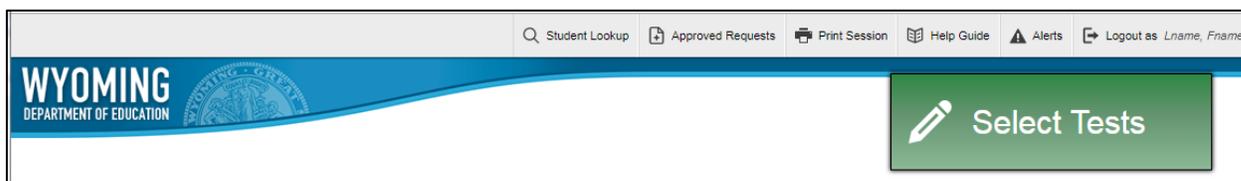
Figure 12. Test Selection Window: Expanded



To create a new test session:

1. If the *Test Selection* window is **not** open, click **Select Tests** in the upper-right corner of the TA Interface as in [Figure 13](#), otherwise skip to step 2.

Figure 13. Select Tests Button



2. To select tests for the session, do one of the following:
 - o To select individual tests, mark the checkbox for each test you want to include.
 - o To select all the tests in a test group, mark the checkbox for that group.
3. In the lower-left corner of the window, click **Start Session** (see [Figure 12](#)). The window closes and the Session ID appears on the TA Interface in the upper-right corner.
4. Use this Session ID to sign in to the Student Interface via the Secure Browser. See [Section VI](#) for more details.

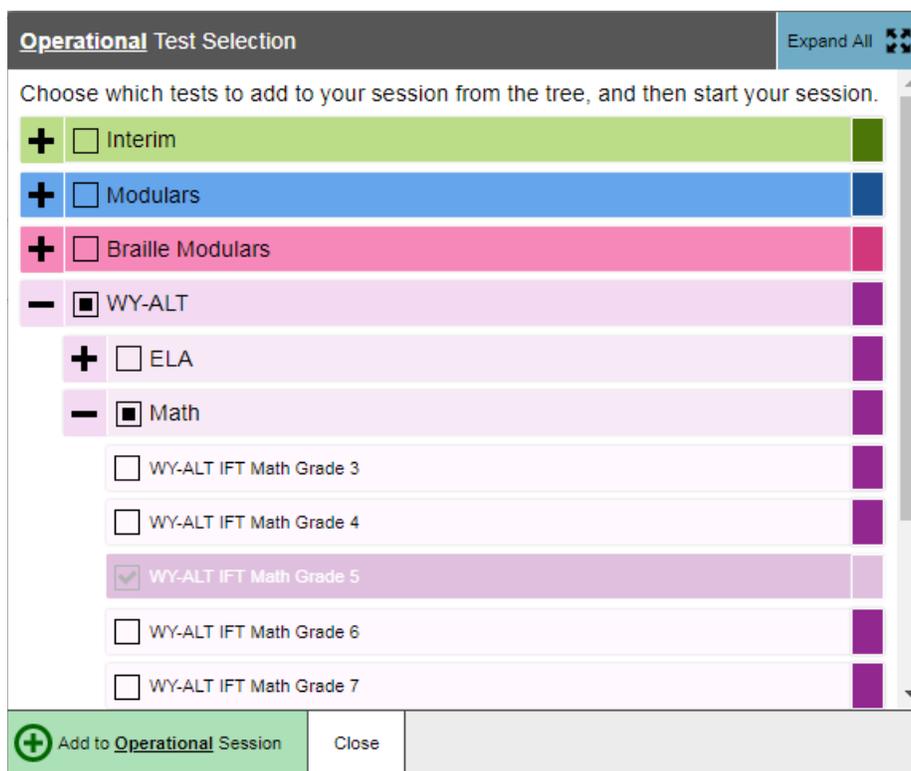


Note: Write down or print the Session ID in case you accidentally close the browser window and need to return to the active test session. To print the Session ID, click **Print Session** in the top menu bar. You may have only one session open at a time. You cannot reopen closed sessions, but students can resume a test opportunity in a new session.

To add tests to an active test session:

1. In the upper-right corner of the TA Interface, click **Select Tests**. Tests already in the Test Session are grayed out.
2. In the *Test Selection* window, mark the checkbox for the required test and click **Add to Session** in the lower-left corner (see [Figure 14](#)).

Figure 14. Adding Tests to an Active Session



3. A confirmation message asks if you are sure you want to modify the tests in your session. To continue, click **OK**.

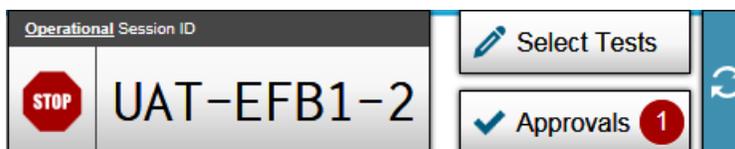


Note: You cannot remove tests from an active session.

Approving Students for Testing

After a test is selected in the Student Interface (see [Step 3: Selecting a Test](#) for details), the TA must verify that all settings and accommodations are correct *before* approving them for testing in the TA Interface. When a student’s test is awaiting approval, the **Approvals** button next to the Session ID becomes active. The number next to the **Approvals** button indicates how many students are awaiting approval (see [Figure 15](#)).

Figure 15. Students Awaiting Approval



Note: The **Approvals** notification updates regularly, but you can also click  to update it manually.

To approve students for testing:

1. Click **Approvals**. The *Approvals and Student Test Settings* window appears (see [Figure 16](#)), displaying a list of students grouped by test.

Figure 17. Approvals and Student Test Settings Window

Student Name	WISER ID	Opp #	See Details	Action
Lname, Fname	99999732	1	Standard	

2. To check or adjust a student's test settings and accommodations, click for that student. The student's information appears (see [Figure 17](#)).



Note: The following test settings and accommodations for the WY-ALT IFT can only be selected in the TA Interface: Text-to-Speech Tracking, Permissive Mode, Color Choices, Zoom (Print Size), and Print-on-Demand. The Test Settings in TIDE are not applicable to the WY-ALT IFT.

The Test settings that will be included on the Student page are described below.

a. **Literary Assistance Tools**

Text-to-Speech Tracking: Add-on feature for use with text-to-speech; this tool is described later in this document. The default is off.

b. **Integration with Assistive Technology**

Permissive Mode: For those students who need to use specialized software or assistive technology in the Secure Browser, permissive mode enables them to do so.

c. **Visual Assistance Tools**

Color Choice: Users can select from a range of text and background colors. Defaults to Black on White.

Zoom (Print Size): The default print size is approximately 12 point; other sizes (levels 1-4) scale up.

d. General Testing Tools

Print on Demand: For students that are approved for using the Print-on-Demand accommodation, printouts of secure test passages and questions can be requested in the Student Interface via the Print-on-Demand tool.

- e. If any settings are incorrect, update them as necessary in the TA Interface. Students should not begin testing until their settings are correct. Do one of the following:
- To confirm the settings, click **Set**. The TA must still approve the student for testing (see step 5).
 - To confirm the settings and approve the student, click **Set & Approve**. Students can start testing immediately.
 - To return to the *Approvals and Student Test Settings* window without confirming settings, click **Cancel**.

Figure 18. Test Settings Page for a Selected Student

The screenshot displays the 'Test Settings for: Lname, Fname' interface. At the top, there are three buttons: 'Set' (with a checkmark icon), 'Set & Approve' (with a checkmark icon), and 'Cancel' (with an 'X' icon). The settings are organized into four sections, each with a header and a list of options:

- Literacy Assistance Tools:** TTS Tracking is set to OFF.
- Integration with Assistive Technology:** Permissive Mode is set to OFF.
- Visual Assistance Tools:** Color Choices is set to None; Zoom (Print Size) is set to 1X.
- General Testing Tools:** Print on Demand is set to None.

Each setting has a question mark icon to its left, indicating help is available. A vertical scrollbar is visible on the right side of the settings area.

3. Repeat step [2](#) for each student in the list. *Note that while the alternate assessments are delivered individually to students, a single test session may be used for multiple students testing in different rooms.*



Note: The *Approvals and Student Test Settings* window does not automatically refresh. To update the list of students awaiting approval, click **Refresh** at the top of the window.

4. If the wrong test was selected for approval, the TA may deny a test request (otherwise skip to step [5](#)):
 - a. Click 
 - b. *Optional:* In the window that appears, enter a brief reason for denying the student.
 - c. Click **Deny**. The Student Interface receives a message explaining the reason for the denial and is logged out.



Note: If you deny students entry for a test, they can still request access to that test again. Denials may be used if a test setting is incorrect or the wrong test has been selected.

5. If you wish to approve students directly from the *Approvals and Student Test Settings* window (see [Figure 14](#)), do the following:
 - o To approve individual students, click  for each student.
 - o To approve all students for a given test or test segment, click **Approve All Students** for that test or segment.

Monitoring Student Testing Progress

After the TA approves a student for testing, the *Students in Your Test Session* table appears (see [Figure 4](#)). This table displays the testing progress for each student logged in to your session. To sort the table by a given column, click that column header.

Table 4. Columns in the Students in Your Test Session Table

Column	Description
Student Name	Last and first name of the student in the session.
WISER ID	Student ID associated with the student.
Opp #	Opportunity number for the student's selected test. For all assessments there is only one opportunity for a student to take a test.
Test	Name of the test the student selected.
Student Status	Current status for each student in the session. This column may also indicate how many questions the student has completed out of the total number of test questions.
Test Settings	<p>This column displays one of the following:</p> <ul style="list-style-type: none"> • Standard: Default test settings are applied for this test opportunity. • Custom: One or more of the student's test settings or accommodations differ from the default settings. <p>To view the student's settings for the current test opportunity, click .</p>
PAction	<p>Allows you to perform any available actions for an individual student's test.</p> <p>The Pause button in this column () pauses the student's test. When a test pauses, this column displays an information button that opens a pop-up message explaining how the test became paused. Tests may be paused in either the TA Interface or the Student Interface. If the test is paused from the Student Interface, the  button appears. This button opens a pop-up message explaining how the test became paused. For more details on Pausing a test, see the Pausing a Student's Test section.</p> <p>A Printer button appears in this column when the student requests a printout of test material using the Print-on-Demand feature.</p>

Overview of Student Testing Statuses

[Table 5](#) describes the codes in the Student Status column of the *Students in Your Test Session* table.

Table 5. Student Testing Statuses

Status	Description
Approved	You approved the student, but the student did not yet start or resume the test.
Started	Student started the test and is actively testing.
Review	Student answered all questions and is currently reviewing answers before completing the test.
Completed	The TA and the student submitted the test.
Submitted	Test was submitted for quality assurance review and validation.
Reported	Test passed quality assurance and is undergoing further processing.
Paused*	Student's test is paused. The time listed indicates how long the test has been paused.
Expired*	Test was not completed by the end of the testing window and the opportunity expired.
Pending*	Student is awaiting approval for a new test opportunity.
Suspended*	Student is awaiting approval to resume a test opportunity.
*Appears when the student is not actively testing. The student's row grays out in such cases.	



Note: The *Students in Your Test Session* table refreshes at regular intervals, but you can also refresh it manually by clicking  in the upper-right corner.

Pausing a Student's Test

You can pause a student's test via the Pause Test column in the *Students in Your Test Session* table (see [Figure 4](#)). All answers are saved immediately. When the test is resumed, the first page with unanswered questions appears. If the test is idle for 20 minutes, the test automatically pauses and logs the user out.

To pause a student's test:

1. In the Pause Test column, click  for that student.
2. Click **Yes** to confirm. The Test Delivery System logs the student out and an information button appears in the Pause Test column.

Stopping a Test Session and Logging Out

This section explains how to stop a test session and log out of the TA Interface.

Stopping a Test Session

When students finish testing, you should stop the test session. Stopping a session automatically logs out all the students in the session and pauses their tests.

Once you stop a test session, you cannot resume it. To resume testing students, you must start a new session. The test will resume from the last item completed. A single test may be administered over multiple days and test sessions.



Warning: The Test Delivery System automatically logs you out after 20 minutes of both user and student inactivity in the session. This action automatically stops the test session.

To stop a test session:

1. In the upper-right corner, click  (see [Figure 15](#)). A confirmation message appears.
2. Click **OK**. The test session stops.

Logging Out of the TA Interface

The TA should log out of the TA Interface only after stopping a test session.

To log out of the TA Interface:

In the banner, click **Logout** ([Figure 5](#)). A warning message appears.



Alert: Navigating away from the TA Interface will also log you out. Logging out while a session is in progress stops the session. If you need to access another application while administering tests, open it in a separate browser window.

If the TA logs out of another Wyoming online system, such as TIDE, the TA will also be logged out of the TA Interface.

Accidentally Closing the Browser Window

If the TA accidentally closes the browser while students are testing, the session remains open until it times out. To return to the test session in the TA Interface, the TA must enter the active Session ID.

If the TA does not return to the active session within 20 minutes and there is no student activity during that time, the Test Delivery System logs the user out and pauses the student's test. The test will resume where it left off once a new test session is created.

Section VI. Signing in to the Testing Site

This section describes the student sign-in process for the Student Interface. TAs will assist their students in following this procedure when starting a new test or resuming a paused test.



Note: Students must be signed in to the appropriate testing site:

- For sessions created in the TA Interface, the TA must use the student's first name and student ID (WISER ID) exactly as they appear in TIDE and enter the Session ID generated in the TA Interface to sign in to the Student Interface via the Secure Browser.

Step 1: Signing Students into the Student Interface

The Student Interface is accessed via the Secure Browser. Information on downloading the Secure Browser can be found in the Secure Browser Installation Manual, located on the [Portal](#). Prior to signing in to the Secure Browser, TAs should verify the device's sound is turned on.



Note: The Secure Browser for the WY-ALT IFT is the same as the Secure Browser for the WY-TOPP.

To sign students into an ***Independent Field Test*** session:

1. Launch the Secure Browser on the student's testing device. The *Student Sign-In* page appears (see [Figure 18](#)).

Figure 19. Student Sign-In Page

Please Sign In

First Name:

Student ID:

Session ID: - -

Browser: Secure v9

2. TAs may assist students in enter the following information:
 - a. In the *First Name* field, enter the student's first name as it appears in TIDE.
 - b. In the *Student ID* field, enter the student's WISER ID as it appears in TIDE.



Note: If the student or TA does not know their exact information as it appears in TIDE, the TA can retrieve it in the TA Interface (see the section [Looking Up Students](#)).

- c. In the *Session ID* field, enter the Session ID as it appears on the TA Interface.
3. Click **Sign In**. The *Is This You?* page appears.

Common Student Sign-in Errors

The Test Delivery System generates an error message if a student cannot sign in. The following are the most common student sign-in issues:

- **Session does not exist:**

The Session ID was entered incorrectly. Verify that the active Session ID is correct. Also, verify that both the TA and the student are using the correct sites. For example, students signed in to the Student Training Interface cannot access sessions created in the Test Administrator Interface.

- **Student information is not entered correctly:**

Verify that the student's WISER ID is correctly entered. If this does not resolve the error, use the Student Lookup tool to verify the student's information. See the section [Looking Up Students](#).

- **Session has expired:**

The Session ID corresponds to a closed session. Ensure that the correct Session ID was entered and verify that the session is open. For more information about test sessions, see the section [Starting a Test Session](#).

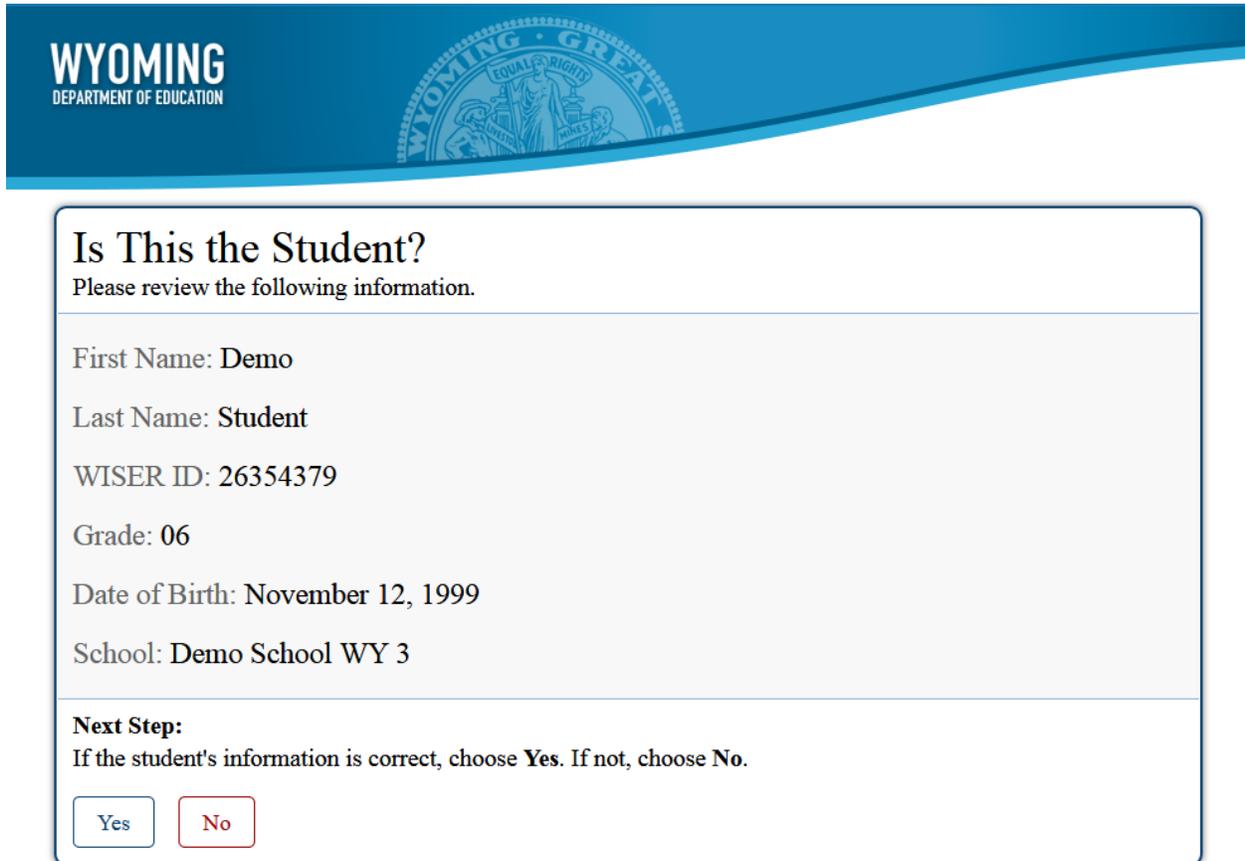
- **Student is not associated with the school:**

The student is not associated with your school, or you are not associated with the student's school. If your student is enrolled in one school or district but attending school elsewhere, please contact the Wyoming Help Desk.

Step 2: Verifying Student Information

After the student signs in, the *Is This the Student?* page appears (see [Figure 19](#)). On this page, the TA and student verify the student's personal information.

Figure 20. Is This the Student?



WYOMING
DEPARTMENT OF EDUCATION

Is This the Student?
Please review the following information.

First Name: Demo
Last Name: Student
WISER ID: 26354379
Grade: 06
Date of Birth: November 12, 1999
School: Demo School WY 3

Next Step:
If the student's information is correct, choose **Yes**. If not, choose **No**.

To verify personal information:

- If all the information is correct, the student select **Yes**. The *Your Tests* page appears.
- If any of the information displayed is incorrect, the student must not proceed with testing. TAs should assist the student in selecting **No**. You must notify the BC that the student's information is incorrect.



Warning: BCs must update incorrect student demographic information in TIDE before the student begins testing.

Step 3: Selecting a Test

The *Your Tests* page displays all the tests that a student is eligible to take (see [Figure 20](#)). Only tests that are included in the session and still need to be completed can be selected. If the student has not started a test opportunity, the button for that test is labeled **Start [Test Name]**. If the student has started and paused a test opportunity, the button for that test is labeled **Resume [Test Name]**.

Figure 21. Your Tests

The screenshot shows the 'Your Tests' interface. At the top, it says 'WYOMING DEPARTMENT OF EDUCATION' and 'WYOMING GREAT' with a seal. Below that, the title 'Your Tests' is followed by the instruction 'Select the test you need to take.' There are three test cards:

- Paused Test:** 'Resume WY-ALT IFT ELA High School' with a circular arrow icon. Below it, it says 'This is opportunity 1 of 1'.
- Available Test:** 'Start WY-ALT IFT Science High School' with a right-pointing arrow icon. Below it, it says 'This is opportunity 1 of 1'.
- Completed Test:** 'Inactive WY-ALT IFT Math High School' with a right-pointing arrow icon. Below it, it says 'You have used up your opportunities for this test.'

At the bottom, there is a 'Next Step:' section with the text: 'If you do not see the test you need to take, notify your Test Administrator and select **Back to Login**.' Below this text is a red-bordered button labeled 'Back to Login'.

To select an available test:

- Select the required test name. The request is sent to the TA Interface for approval and the *Waiting for Approval* message appears.
- If a student's required test is inactive or not displayed, click **Back to Login**. In the TA Interface, the TA should verify the test session includes the correct tests and add additional tests as necessary.
- For more information about approving a test request, see the [Approving Students for Testing](#) section.

Step 4: Verifying Test Information

After you approve the student for testing, the TA and student should verify the test information and settings on the *Is This Your Test?* page (see [Figure 21](#)).

Figure 22. Is This Your Test?

WYOMING
DEPARTMENT OF EDUCATION

Is This Your Test?
Review the following test settings.

Session ID: WY-EE69-2
WY-ALT IFT Math High School

Literacy Assistance Tools		
?	TTS Tracking	Off

Integration with Assistive Technology		
?	Permissive Mode	Off

Visual Assistance Tools		
?	Color Choices	Black on White (default)
?	Zoom (Print Size)	No default zoom applied

General Testing Tools		
?	Print on Request	Off

Next Step:
If the test name and settings are correct, choose **Yes**. If not, choose **No**.

To verify test information:

- If the settings are correct, the TA or student selects **Yes**.
- If the settings are incorrect, the TA or student selects **No**. After a student's test settings are corrected, the TA or student must sign in and request approval again. See the [Approving Students for Testing](#) section for more details.

Step 5: Text-to-Speech Sound Check

The *Text-to-Speech Sound Check* page appears if a student has the Text-to-Speech (TTS) setting (see [Figure 22](#)). On this page, TAs assist students with verifying that TTS is working properly on their device. Students can only use TTS within the Secure Browser or a supported Chrome or Firefox browser. **TTS is critical to successfully administering the test.** Many answer options include 'hidden text' that is necessary to answer the question. For example, the answer option may be a picture of a boy, but TTS will read the boy's name. For information about network and internet requirements for configuring TTS settings, see the Technical Specifications Manual for Online Testing on the [Portal](#).

Figure 23. Text-to-Speech Sound Check Page

Text-to-Speech Sound Check

Make sure text-to-speech is working.



Press the speaker button. You should hear a voice speak the following sentence: "This text is being read aloud."

Next Step:
If you heard the voice clearly, choose **I heard the voice**. If not, choose **I did not hear the voice**. To continue testing without checking text-to-speech, choose **Skip TTS Check**.

I heard the voice
I did not hear the voice
Skip TTS Check

Sound Settings

Current Voice Pack: Julie ▾

Use the sliders to adjust the available text-to-speech settings.

Volume+

▬ 10

Pitch+

▬ 10

Rate+

▬ 10

To check TTS functionality:

1. Select the speaker icon and listen to the audio.
 - If the voice is clearly audible, select **I heard the voice**.
 - If the voice is not clearly audible, adjust the settings using the sliders and select the speaker icon again.
 - If the voice still cannot be heard clearly, select **I did not hear the voice** and close the Secure Browser. Work to adjust the audio or headset settings (for more information, see the section [Troubleshooting Audio Issues](#)). Sign in again when the issue is resolved.

Troubleshooting Audio Issues

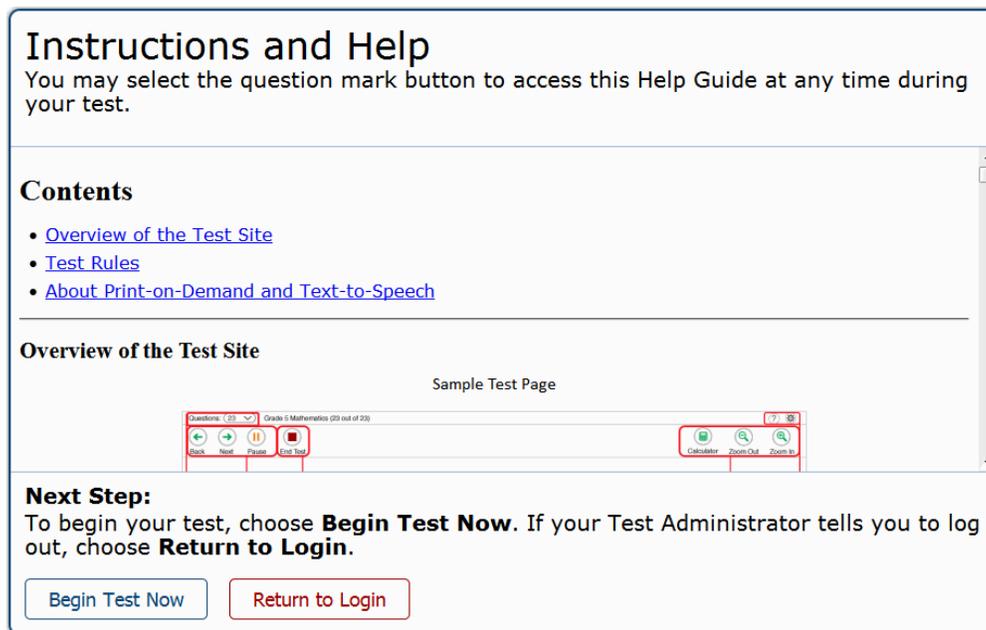
Prior to testing, ensure that audio is enabled on each device and that headsets are functioning correctly. If audio issues occur, do the following:

- Ensure headphones are securely plugged in to the correct jack or USB port.
- If the headphones have a volume control, ensure the volume is not muted.
- Ensure that the audio on the device is not muted.

Step 6: Viewing Instructions and Starting the Test

The *Instructions and Help* page is the last step of the sign-in process (see [Figure 23](#)). Review this page to understand how to navigate the test and use test tools.

Figure 24. Instructions and Help Page



To proceed and begin the test:

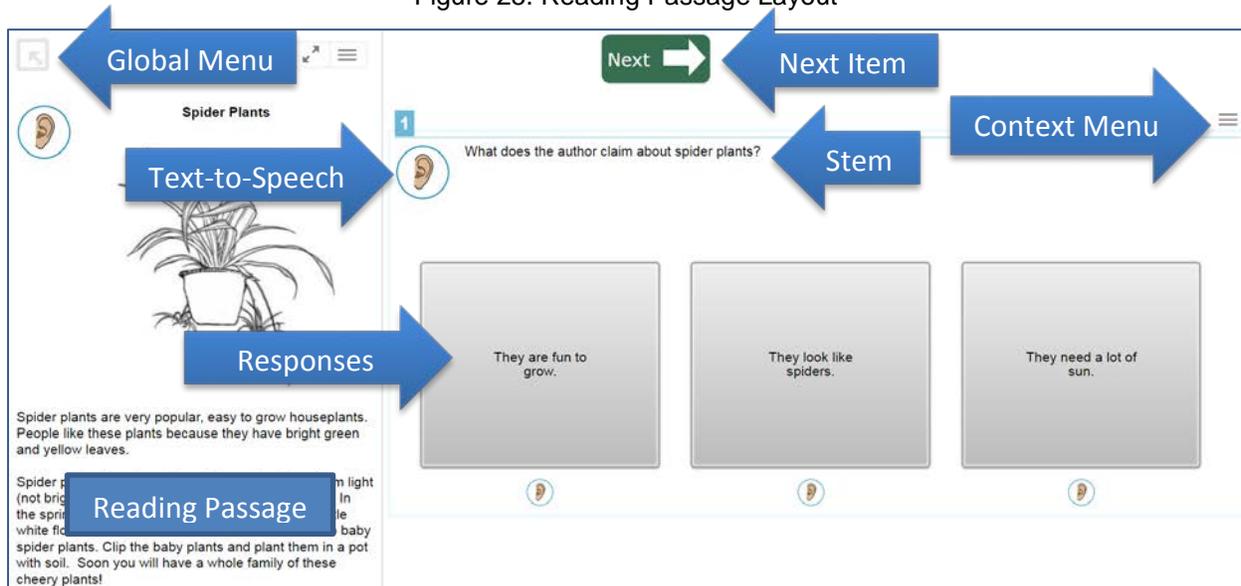
- After reviewing this page, select **Begin Test Now**. The test opportunity officially begins or resumes.

Section VII. Overview of the Student Interface

This section describes the layout of the Student Interface and the available testing tools.

[Figure 22](#) shows the layout for test pages that include a reading passage stimulus.

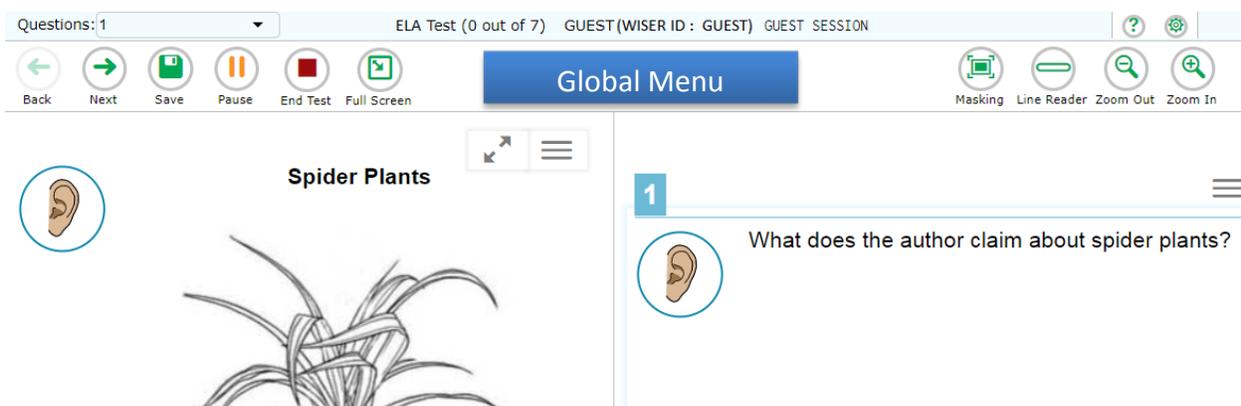
Figure 25. Reading Passage Layout



Text-to-Speech: TTS is critical to successfully administering the test. Many answer options include ‘hidden text’ that is necessary to answer the question. To listen to passages and questions, click on the ear icon next to the passage, stem, or response option. Clicking on the ear next to the stem will also read the response options. Click the ear again to stop Text-to-Speech early. Alternatively, you can use the context menu or right click on the question or passage to activate Text-to-Speech.

[Figure 25](#) shows the expanded Global Menu with additional tools and navigation options, including the option to end the test.

Figure 26. Global Menu





Accessing Global Menu: To open the Global Menu where additional test navigation tools are located, click on the gray box at the top left of the screen and type in the password, which is the student’s first name, to continue. Click **[Full Screen]** to hide the menu again, if desired. See [Figure 25](#).

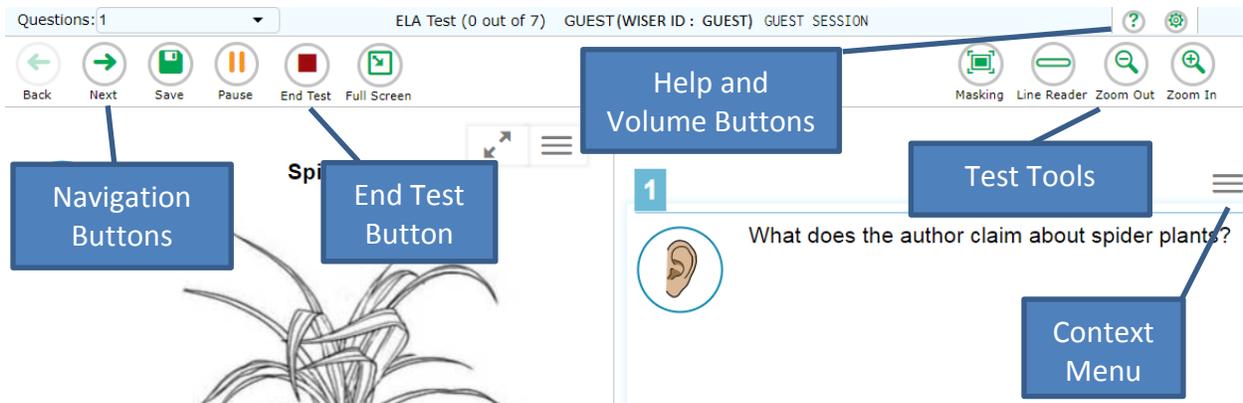
For more information about the global menu and context menus, see the following section.

Test Tools

This section provides an overview of the Test Delivery System’s available tools. These tools are available for all students participating in the WY-ALT.

[Figure 26](#) shows the primary features and tools available in the Student Interface.

Figure 27. Test Page



Note: Some tools are available for all tests, while others are only available for a particular subject, accommodation, or type of question.

[Table 6](#) lists the tools available in the *Global Menu* section of the test page, while [Table 7](#) lists the tools available in the context menu.

Table 6. Global Tools

Tool Name	Instructions
Help 	To view the on-screen <i>Instructions and Help</i> window, select the question mark (?) button in the upper-right corner.
System Settings 	To adjust audio volume during the test, select  in the upper-right corner. Students testing with TTS can also use this tool to adjust TTS settings. Students testing on mobile devices cannot use this tool to adjust volume. To adjust audio volume on mobile devices, TAs and students must use the device's built-in volume control. If Guided Access is turned on, it must be turned off before adjusting the volume on iPads.
Masking 	The Masking tool temporarily covers a distracting area of the test page. To use this tool: 1. Select Masking in the global menu. 2. Click and drag across the distracting area. To close the Masking tool, select Masking again. To remove a masked area, select X in the upper-right corner of that area. For more information on the Masking tool, see the About the Masking Tool section.
Zoom buttons 	To enlarge the text and images on a test page, select Zoom In . Multiple zoom levels are available. To undo zooming, select Zoom Out .
Line Reader 	The line reader highlights one row of text at a time. Use the arrow keys to move between lines of text. Click the Line Reader button again to deactivate.
Full Screen 	To hide the Global Menu, click on the Full Screen button.
End Test 	The End Test button only appears after the last item in the test. Click this button to end the test.
Expandable Passages 	To expand the reading passage, click this button. The passage will now occupy a larger portion of the item screen. Click the button again to return it to normal size.
Desmos Calculator 	This calculator is offered on Math tests with the calculator feature available. Grades 3-5 do not have a calculator. All other math tests have a calculator.

Table 7. Tools

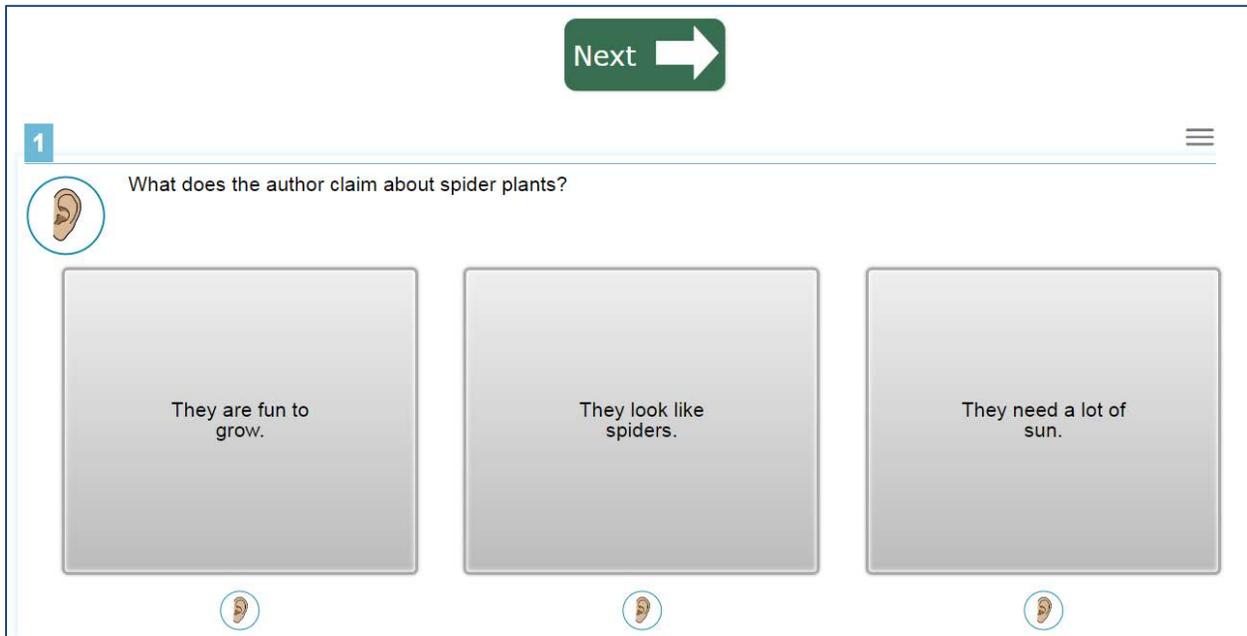
Tool Name	Instructions
Highlighter	To highlight text, select the text on the screen and then select Highlight Selection from the context menu or by right clicking on the screen. To remove highlighting, select Reset Highlighting from the context menu or by right clicking on the screen. Text in images cannot be highlighted. When a test pauses, highlighting may not persist for certain hot text questions or if the student switches testing devices.
Strikethrough	For certain items, if a student has ruled out an option, you may strike through that option. From the context menu, or by right clicking, select Strikethrough and click on the chosen response option. Click it again to remove Strikethrough.
Mark for Review	Selecting Mark for Review flags the item. At the end of the test, you will have the option to return to any items. Any flagged items will show up here with a flag.
Speak [Passage / Question / Selection]	<p>To listen to a stimulus passage, click on the ear or open the context menu or right-click on the passage page and select Speak Passage. You can also select a portion of text to listen to, such as a word or phrase. To do this, select the text with the mouse, open the context menu or right-click, and select Speak Selection.</p> <p>To listen to a question or answer options, TAs and students open the context menu or right-click and select Speak Question.</p>

Using Menus and Tools

This section describes how to use the global and context menus to access on-screen tools. This section also provides further details for using some of the Student Interface tools.

When the Global Menu is hidden, use the **[Next]** button to continue to the next item (see [Figure 27](#)).

Figure 28. Next Button

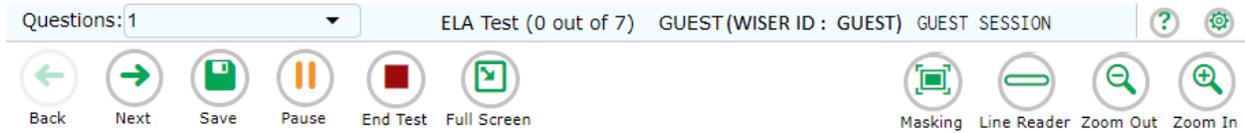


Note: TAs can assist students in accessing tools using a mouse or keyboard commands. For information about keyboard commands, see [Appendix C](#).

About the Global Menu

The Global Menu at the top of the test page contains navigation buttons on the left and tool buttons on the right (see [Figure 28](#)). To open the Global Menu, click on the gray box at the top left of the page. The password is the student's first name.

Figure 29. Global Menu



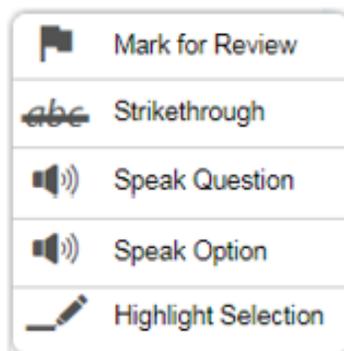
To use the navigation menu:

1. Use the **Back** and **Next** buttons to move between questions.
2. Use the **Pause** button to pause the test and log out.
3. When all questions are answered, use the **End Test** button to submit the test.

About the Context Menus

Each test page may include several elements, such as the question, answer options, and stimulus (see [Figure 24](#)). The context menu for each element contains tools that are applicable to that element (see [Figure 29](#)).

Figure 30. Context Menu Options



Opening a Context Menu for Stimuli and Questions

TAs and students can access context menus by selecting the context menu button.

To access the context menu for a stimulus or question:

1. Click the context menu  button in the upper-right corner of the stimulus or question. Alternatively, right click on the page. The context menu opens.
2. Select a tool.

Opening a Context Menu for Answer Options

TAs can help students can use the context menu to access tools for answer options in a multiple-choice or multi-select question.

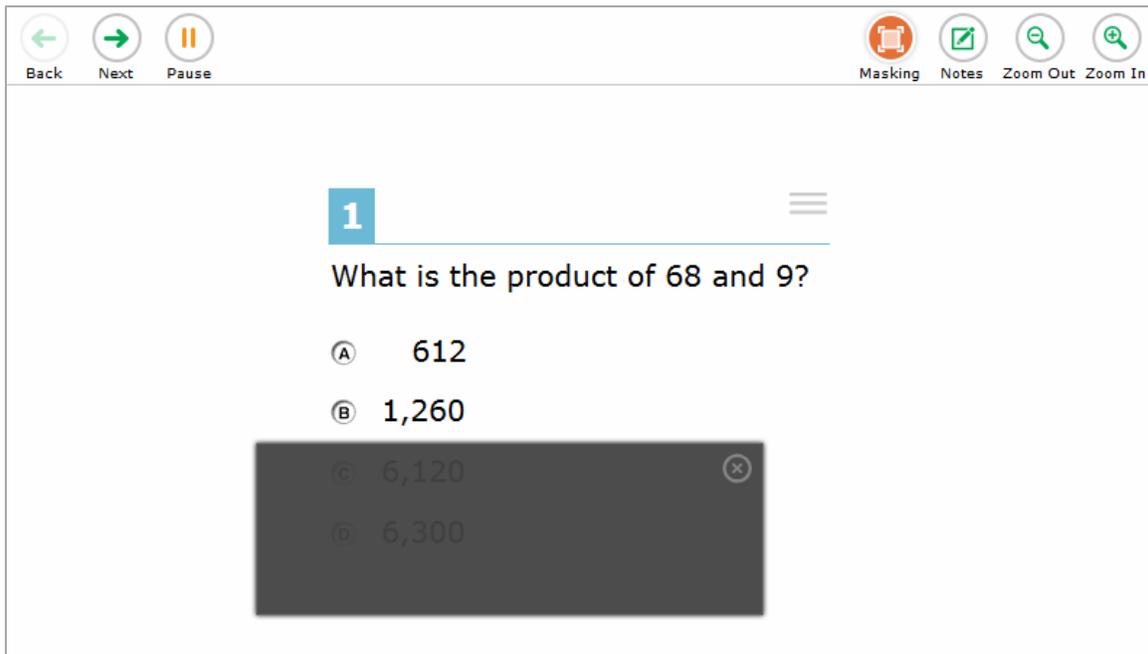
To access an answer option's context menu:

1. To open the context menu, do one of the following:
 - If you are using a **two-button mouse**, right-click.
 - If you are using a **single-button mouse**, click while pressing **Ctrl**.
 - If you are using a **Chromebook**, click while pressing **Alt**.
 - If you are using a **tablet**, tap the answer option and then tap the context menu button (this selects the answer option until you select a different option).
2. Select a tool from the context menu.

About the Masking Tool

The Masking tool allows TAs or students to hide distracting areas of the test page (see [Figure 30](#)).

Figure 31. Test Page with Masked Area



To mask an area of a test page:

1. To activate the Masking tool, select **Masking** in the global menu. The button becomes orange.
2. Click and drag across the distracting area of the test page. The selected area becomes dark gray. The tool remains active until you deactivate it.

To deactivate the masking tool:

1. Select **Masking** again in the global menu again. The button becomes green. Any masked areas remain on the screen until you remove them.

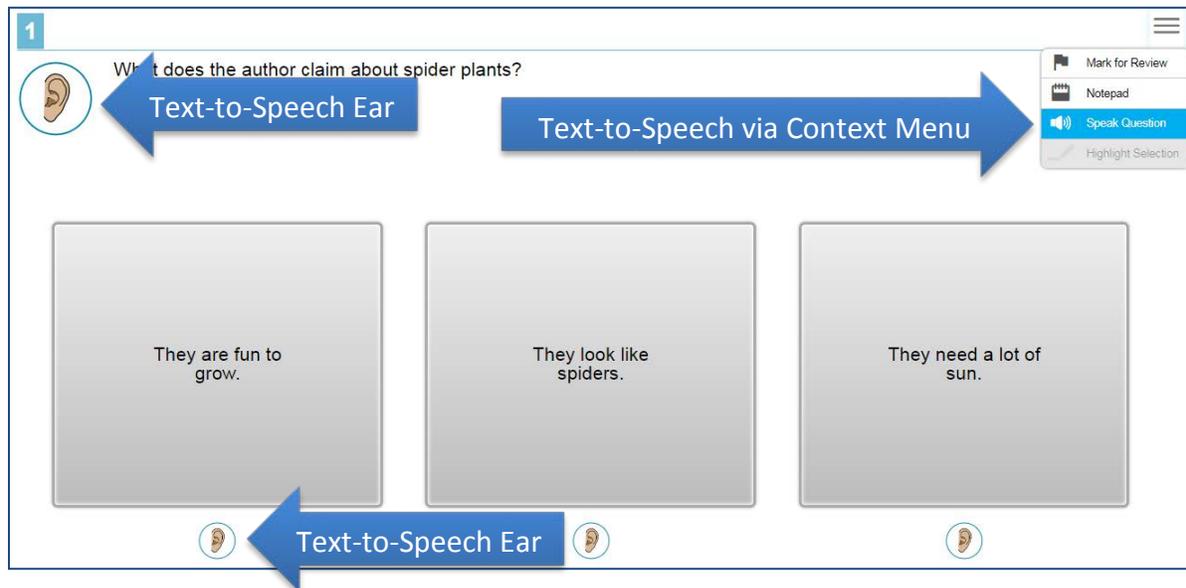
To remove a masked area from a test page:

1. Select **X** in the upper-right corner of a masked area.

About Text-to-Speech (TTS)

Students testing with TTS can listen to passages, questions, and answer options (see [Figure 31](#)). TTS is only available when using the Secure Browser or a supported Chrome or Firefox browser. *TTS is critical to successfully administering the test.* Many answer options include ‘hidden text’ that is necessary to answer the question. For example, the answer option may be a picture of a boy, but TTS will read the boy’s name. For information about setting up TTS, see the Technical Specifications Manual on the [Portal](#).

Figure 32. Speak Tool Options



To listen to content with the Text-to-Speech tool:

- The TA or the student can activate TTS two ways.
 - By clicking on the context menu  or by using the mouse to right-click anywhere on the page.
 - Click on the ear icon next to the passage, stimulus, or answer option.
- To listen to a stimulus passage, click on the ear or open the context menu or right-click on the passage page and select **Speak Passage**. You can also select a portion of text to listen to, such as a word or phrase. To do this, select the text with the mouse, open the context menu or right-click, and select **Speak Selection**.
- To listen to a question or answer options, TAs and students open the context menu or right-click and select **Speak Question**.

Section VIII. Proceeding Through a Test

TAs and students can respond to questions, pause a test, and submit a test. The following sections describe each of these tasks.

Responding to Test Questions

Students answer test questions depending on the question's type.

- **Multiple-choice questions:** Select a single answer option.
- **Multi-select questions:** Select one or more answer options.

Pausing Tests

TAs and students can pause a test at any time. Pausing a test logs the student out. All answers are saved immediately. When the test is resumed, the first page with unanswered questions appears. If the test is idle for 20 minutes, the test automatically pauses and logs the user out. To resume testing, TAs and students must repeat the sign-in process (see the [Signing in to the Testing Site](#) section).

To pause a test:

1. Select **Pause** in the global menu. A confirmation message appears.
2. Select **Yes**. The **Student Sign-In** page appears.

Submitting a Test

This section describes how to submit a test when students are done answering questions.

Reaching the End of a Test

After the student responds to the last test question, the **End Test** button appears in the global menu (see [Figure 32](#)).

Figure 33. Global Menu with End Test Button



To end a test:

1. Click on the gray box at the top left of the screen.
2. Type in the password, which is the student's first name. The global menu appears.

3. Select **End Test**. A confirmation message appears.
4. Select **Yes**.

End Test Page

After ending a test, the *End Test* page appears (see [Figure 33](#)). The test is scored automatically and requires nothing further from the TA. An orange warning icon appears for any unanswered questions. The blue flag appears next to items flagged during the test. You may navigate back to any items by clicking on the item number. Unanswered questions can still be answered. Once you are done, click **End Test** again.

Figure 34. End Test Page

Congratulations, you reached the end of the test!

 You have marked questions. Review these questions before submitting your test.

 Please review your unanswered questions before submitting the test.

Questions:

1		2		3	 	4		5		6		7	
---	-----------------------------------------------------------------------------------	---	--	---	---------------------------------------------------------------------------------------------------------------------------------------------------------------------	---	--	---	--	---	-------------------------------------------------------------------------------------	---	-------------------------------------------------------------------------------------

Next Step:
When you are done reviewing your answers, select **Submit Test**. You cannot change your answers after you submit the test.

To submit the test:

1. Select **Submit Test**.
2. Select **Yes**.



Warning: Once **Submit Test** is selected, there is no way to return to the test.

Appendix A. About the Secure Browser

This appendix includes the following sections:

- [Additional Measures for Securing the Test Environment](#)
- [Configuring Tablets for Testing](#)
- [Troubleshooting](#)

For more information about the Secure Browser, see the Secure Browser Installation Manual, available on the [Portal](#).

Additional Measures for Securing the Test Environment

The Secure Browser ensures test security by prohibiting access to external applications or navigation away from the test. This section provides additional measures you can implement to ensure the test environment is secure.

- **Close External User Applications**

Before launching the Secure Browser, or prior to administering the online tests, close all non-required applications on testing devices, such as word processors and web browsers.

- **Avoid Testing with Dual Monitors**

Students should not take online tests on computers connected to more than one monitor. Systems that use a dual monitor setup typically display an application on one screen while another application is accessible on the other screen.

- **Disable Built-In Accessibility Features on iPads**

iPads include a built-in “Speak Option” accessibility feature that reads aloud selected text. Guided Access mode does not automatically block this feature. Before entering Guided Access mode, you should verify that only allowable accessibility features are enabled. To manage accessibility features, tap **Settings > General > Accessibility**. For information about which accessibility features are allowable, see the Technical Specifications Manual for Online Testing, available on the [Portal](#).

- **Disable Screen Savers and Timeout Features**

On all testing devices, be sure to disable any features that display a screen saver or log users out after a period of inactivity. If such features activate while a student is testing, the Secure Browser logs the student out of the test.

Forbidden Application Detection

When the Secure Browser launches, it checks for other applications running on the device. If it detects a forbidden application, it displays a message listing the offending application and prevents the student from testing. This also occurs if a forbidden application launches while the student is already in a test.

In most cases, a detected forbidden application is a scheduled or background job, such as anti-virus scans or software updates. The best way to prevent forbidden applications from running during a test is to schedule such jobs outside of planned testing hours.

Configuring Tablets for Testing

Tablets and Chromebooks should be configured for testing before you provide them to students. For more information, see the Technical Specifications Manual for Online Testing on the [Portal](#).

To configure iOS devices:



Note: If you are testing with Autonomous Single App Mode (ASAM), you do not need to activate Guided Access mode manually and may ignore these steps. Contact your technology coordinator to determine if you are testing with ASAM.

1. Tap the **AIRSecureTest** Secure Browser icon.
2. To enable Guided Access, triple-tap the Home button.
3. Tap **Start**. Guided Access activates and the student sign-in page appears.

To configure Android tablets:

1. Tap the **AIRSecureTest** Secure Browser icon.
2. If the Secure Browser keyboard is not selected, follow the prompts on the screen. When the Secure Browser keyboard is selected, the Secure Browser app opens.

To configure Chromebooks:

1. From the **Apps** link on the Chrome OS login screen, select **AIRSecureTest** Secure Browser.

Closing the Student Testing Site on Tablets

After a test session ends, close the AirSecureTest application on student tablets.

To close the Student Interface on iOS devices:



Note: If you are testing with Autonomous Single App Mode (ASAM), skip to step 4. Contact your technology coordinator to determine if you are testing with ASAM.

1. Triple-tap the Home button, the physical button at the bottom middle of your device.
2. Enter the Guided Access passcode. If you do not know the Guided Access passcode, contact your technology coordinator.
3. Tap **End** in the upper-left corner.
4. Double-tap the Home button. The multitasking bar appears.
5. Locate the AIRSecureTest app preview and slide it upward.

To close the Student Interface on Android tablets:

1. Tap the Menu icon  in the upper-right corner.
2. Tap **Exit**. A confirmation message appears.
3. Tap **Exit**.

To close the Student Testing Site on Chromebooks:

1. Click **Close Secure Browser** in the upper-right corner.

Troubleshooting

This section describes how to troubleshoot some situations in which a TA or student cannot connect to a test.

Resolving Secure Browser Error Messages

This section provides possible resolutions for the following messages that TAs and students may receive when signing in.

- **“You cannot login with this browser”**

This message occurs when the Test Delivery System cannot determine if the student is taking the test through the correct Secure Browser. To resolve this issue, ensure the latest version of the Secure Browser is installed, and that the TA or student launched the Secure Browser instead of a standard web browser. If the latest version of the Secure Browser is already running, then you should log the student out, restart the computer, and try again.

- **“Looking for an internet connection...”**

This message appears when the Secure Browser cannot connect with the Test Delivery System. This can occur if there is a network-related problem. Make sure that either the network cable is plugged in (for wired connections) or the Wi-Fi connection is live (for wireless connections). Also check if the Secure Browser must use specific proxy settings; if so, those settings must be part of the command that launches the Secure Browser.

- **“Test Environment Is Not Secure”**

This message can occur when the Secure Browser detects a forbidden application running on the device (see the section [Additional Measures for Securing the Test Environment](#)). If this message appears on an iPad, ensure that either Autonomous Single App Mode or Guided Access mode is enabled (see the section [Configuring Tablets for Testing](#)).

Force-Quit Commands

In the event that the Secure Browser or test becomes unresponsive, you can force-quit the Secure Browser.

To force the Secure Browser to close, use the keyboard command for your operating system as shown below. This action logs the student out of the test. When the Secure Browser is opened again, log back in to resume testing.

Operating System	Key Combination
Windows*	Ctrl + Alt + Shift + F10
Mac OS X*	Ctrl + Alt + Shift + F10 . The Ctrl key may appear as Control , Ctrl , or ^
Linux	Ctrl + Alt + Shift + Esc

*If you are using a laptop or notebook, you may need to press **Function** before pressing **F10**.



Caution: Use of Force-Quit Commands

The Secure Browser hides features such as the Windows task bar or Mac OS X dock. If the Secure Browser is not closed correctly, then the task bar or dock may not reappear correctly, requiring you to reboot the device. Avoid using a force-quit command if possible.

Force-quit commands do not exist for the Secure Browser for iOS, Chrome OS, and Android devices.

- **iOS:** To exit Guided Access, triple-click the Home button, then close the app as you would any other iOS app.
- **Chrome OS:** To exit the Secure Browser, press **Ctrl + Shift + S**.
- **Android:** To close the Secure Browser, tap the menu button in the upper-right corner and select **Exit**.

Appendix B. Permissive Mode

About Permissive Mode

Permissive Mode is an accommodation option that allows students to use accessibility software in addition to the Secure Browser.

Permissive Mode activates when the student is approved for testing. Students who have the Permissive Mode setting enabled should not continue with the sign-in process until their accessibility software is correctly configured.

To use accessibility software with the Secure Browser:

1. Open the required accessibility software.
2. Open the Secure Browser. Begin the normal sign-in process up to the TA approval step.
3. When a student is approved for testing, the Secure Browser allows the operating system's menu and task bar to appear.
4. The TA must immediately switch to the accessibility software that is already open on the computer so that it appears over the Secure Browser. The TA or student cannot click within the Secure Browser until the accessibility software is configured.
 - **Windows:** To switch to the accessibility software application, click the application in the task bar.
 - **Mac:** To switch to the accessibility software application, click the application in the dock.



Note: When using Windows 8 and above, the task bar remains on-screen throughout the test after enabling accessibility software. However, forbidden applications are still prohibited.

5. The TA configures the accessibility software settings as needed.
6. After configuring the accessibility software settings, the student returns to the Secure Browser. At this point, the TAs and students can no longer switch back to the accessibility software. If changes need to be made, the TAs must assist the student in signing out and then signing in again.
7. Continue with the sign-in process.



Permissive Mode is available only for computers running supported desktop Windows and Mac operating systems. For information about supported operating systems, see the Technical Specifications Manual for Online Testing on the [Portal](#).

Accessibility software must be certified for use with the Test Delivery System.

Forbidden applications will still not be allowed to run.

Appendix C. Keyboard Navigation

TAs and students can use keyboard commands to navigate between test elements, features, and tools.



Keyboard commands require the use of the primary keyboard. Do not use keys in a numeric keypad.

Sign-In Pages and In-Test Pop-ups

[Table 8](#) lists keyboard commands for selecting options on the sign-in pages or pop-up windows that appear during a test.

Table 8. Keyboard Commands for Sign-In Pages and Pop-Up Windows

Function	Keyboard Commands
Move to the next option	Tab
Move to the previous option	Shift + Tab
Select the active option	Enter
Mark checkbox	Space
Scroll through drop-down list options	Arrow Keys
Close pop-up window	Esc

Keyboard Commands for Test Navigation

[Table 9](#) lists keyboard commands for navigating tests and responding to questions.

Table 9. Keyboard Commands for Test Navigation

Function	Keyboard Commands
Scroll up	Up Arrow
Scroll down	Down Arrow
Scroll to the right	Right Arrow
Scroll to the left	Left Arrow
Move to the next element	Tab
Move to the previous element	Shift + Tab
Select an answer option	Space
Go to the next test page	Ctrl + Right Arrow

Function	Keyboard Commands
Go to the previous test page	Ctrl + Left Arrow
Open the global menu	Ctrl + G
Open a context menu	Ctrl+ M

Keyboard Commands for Global and Context Menus

TAs and students can use keyboard commands to access tools in the global and context menus. For more information about tools in these menus, see [Table 6](#) and [Table 7](#).

Global Menu

To access the global menu tools using keyboard commands:

1. Press **Ctrl + G**. The global menu list opens.
2. To move between options in the global menu, use the **Up** or **Down** arrow key.
3. To select an option, press **Enter**.
4. To close the global menu without selecting an option, press **Esc**.

Context Menus

To open the context menu for an element:

1. Navigate to the element using the **Tab** or **Shift + Tab** command.
2. Press **Ctrl + M**. The context menu for the selected element opens.
3. To move between options in the context menu, use the **Up** or **Down** arrow keys.
4. To select an option, press **Enter**.
5. To close the context menu without selecting an option, press **Esc**.

Highlighting Selected Regions of Text

This section explains how to use keyboard commands to select a text excerpt (such as a word in a passage) and highlight it. These instructions only apply to students using the Secure Browser.

To select text and highlight it:

1. Navigate to the element containing the text you want to select.
2. Press **Ctrl + M** to open the context menu and navigate to **Enable Text Selection**.

3. Press **Enter**. A flashing cursor appears at the upper-left corner of the active element.
4. To move the cursor to the beginning of the text you want to select, use the arrow keys.
5. Press **Shift** and an arrow key to select your text. The text you select appears shaded.
6. Press **Ctrl + M** and select **Highlight Selection**.

Appendix D. Transferring a Test Session

You can transfer an active test session from one device or browser to another without stopping the session or interrupting in-progress tests. This is useful in scenarios when your computer malfunctions while a session is in progress.



Warning: If you do not know the active Session ID, you cannot transfer the session.

The Test Delivery System ensures that you can only administer a test session from one browser at a time. If you move a test session to a new device, you cannot simultaneously administer the session from the original browser or device.

To transfer a test session to a new device or browser:

1. While the session is still active on the original device or browser, log in to the TA Interface on the new device or browser. A Session ID prompt appears.
2. Enter the active Session ID in the text box and click **Enter**. The TA Interface appears, allowing you to continue monitoring your students' progress. The test session on the previous computer or browser automatically closes.

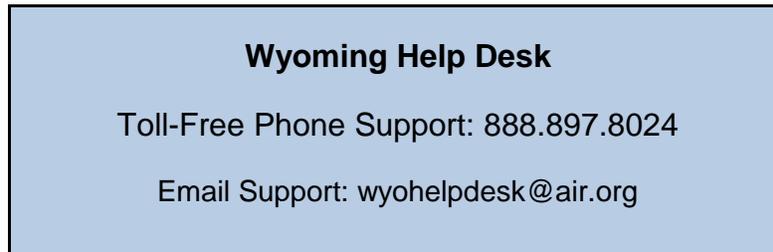


The Session ID prompt appears any time you access the TA Interface during an active session. If you do not wish to return to the active session, you can click **Start a Different Session** to create a new session or **Logout** to close the active session and log out of the TA Interface.

Appendix E. User Support

For additional information and assistance in using the Test Delivery System, contact the Wyoming Help Desk.

The Help Desk is open Monday – Friday 8:00 a.m. to 5:00 p.m.



Please provide the Help Desk with a detailed description of your problem, as well as the following:

- Test Administrator name.
- If the issue pertains to a student, provide the student’s WISER ID and associated district or school. Do not provide the student’s name.
- If the issue pertains to a TIDE user, provide the user’s full name and email address.
- Any error messages and codes that appeared, if applicable.
- Affected test ID and question number, if applicable.
- Operating system and browser version information, including version numbers (for example, Windows 7 and Firefox 31 or Mac OS 10.7 and Safari 6)
- Information about your network configuration, if known:
 - Secure Browser installation (to individual devices or network)
 - Wired or wireless internet network setup